Event Cancellation Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Festival Organizer's Name]

[Festival Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Festival Organizer's Name],

I hope this message finds you well. I am writing to formally request a refund for my ticket to the [Name of Music Festival] that was scheduled to take place on [Event Date]. As you are aware, the event has been canceled due to [reason for cancellation].

My order number is [Order Number], and I purchased [number of tickets] ticket(s) at a total cost of [Total Amount Paid]. I would appreciate your prompt attention to this matter and would like to request that my refund be processed as soon as possible.

Thank you for your understanding. I look forward to your timely response regarding my request.

Sincerely,

[Your Name]